



ELC of SWFL
Human Resources (HR) Committee
April 29, 2016 Agenda
8:30 am

Purpose: The Human Resource (HR) Committee is a committee charged with reviewing personnel policies, salary and incentive pay, benefits and the human resources function of the ELC and, based on its review, making recommendations to the Board of Directors.

Goals:

1. To review the ELC salary and benefits structure in order to make future recommendations to the Board of Directors
2. To review the Employee Reference Guide and make recommendations for updates

Committee Members: **Trina Puddefoot**, **Committee Chair**, *Executive Director, Early Steps – Health Planning Council*; **Lara Sladick**, *HR Director, Goodwill Industries*; **Maureen Ungarean**, *Director of Early Learning, Collier County Public Schools*; **Marshall Bower**, *President/CEO, The Foundation for Lee County Public Schools*; **Damaris Boone**, *Early Education Outcome Analyst, Redlands Christian Migrant Association*

Staff: **Susan Block**, *CEO*

| <u>Agenda Item</u> | <u>Facilitator/Presenter</u> |
|--|------------------------------|
| Welcome and Introductions | Trina Puddefoot |
| Vote to Approve November 13, 2015, January 29, 2016 and March 4, 2016 Minutes | Trina Puddefoot |
| ELC Update | Susan Block |
| Review of Employee Reference Guide <ol style="list-style-type: none"> 1. Holidays – Section 306 2. Educational Benefits (#309) 3. Bereavement Policy (#312) -Eligibility Criteria | Susan Block |
| Review of Job Description: Chief Executive Officer | Susan Block |
| Succession Planning | Susan Block |
| Budget for Personnel, FY 2017 | Susan Block |
| New Business Items | All |
| Next Meeting Scheduled June 3, 2016, 8:30 am | All |

All meetings are held at the Early Learning Coalition 2675 Winkler Ave, Ft Myers, FL 33901 unless otherwise noted

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